



Job Description

Job Title:	Direct Payment Support Officer
Responsible to:	Chief Executive
Salary:	£25 000 - £27 000
Pension:	3% contribution
Hours:	35 hours per week – we will consider job share for this post
Duration:	Fixed-term contract for 16 months
Based:	We are looking for the post-holder to be based at Disability Action Haringey's (DAH) offices in Haringey. Services may be delivered at different locations so some travel can be expected.

Due to social distancing as a consequence of the Covid-19 pandemic, the post-holder may provide services online or at locations in the borough that are Covid secure.

DBS check required: Enhanced level of disclosure.

Introduction

We are a user-led, pan-disability organisation that works with disabled people to ensure they have choice and control over the support that they require to be able to live independently in their community. The post-holder will be providing peer support to people with learning disabilities/difficulties, older people, people with mental health needs, individuals with physical and sensory impairments, long-term health conditions and hidden disabilities to enable them to have more choice and control over their care and support needs.

Purpose of Post

1. To provide direct payment support to disabled people with a range of disabilities, to enable them to feel better supported and informed on how direct payments, can give them more choice and control over their care and support needs.
2. Be responsible for the establishment and providing continued support to a direct payments peer support group.
3. To provide peer support and training to individuals and their family and friends.
4. To lead on engaging with stakeholders and the wider members of the community to create a culture of embedding the Social Model of Disability in everyday life, thereby removing barriers faced by disabled people.
5. To raise awareness of and increase the membership of DAH at all events they attend.

Please apply with your CV and a covering letter, explaining why you are applying for the position and how you meet the person specification. Applications without a cover letter will not be accepted.

Key Duties

Support to individuals who are considering using a direct payment for the first time.

1. Promote independent living by providing information and advice on becoming a direct payment holder to enable better choice, control and independence in their life.
2. Support individuals to make informed choices about how direct payments can be used.
3. Provide training and support to understand their legal obligations and responsibilities of being an employer.
4. Develop links and professional relationships with social work teams and other stakeholders.
5. Facilitate monthly peer support sessions for individuals interested in using a direct payment for the first time and for those already using a direct payment.
6. Recruit and support volunteers to deliver peer support sessions.

Ongoing support to individuals in receipt of direct payments

1. Providing advice on employment issues.
2. Assist individuals to ensure they continue to manage or challenge changes to their direct payment or budget.
3. Support individuals to make informed choices.

Community Engagement

1. Lead on engaging with key stakeholders including local councillors, disabled people and the wider community to embed the Social Model of Disability in everyday life.
2. Engage with local groups, including faith groups and hard to reach disabled people to raise awareness and increase the membership of Disability Action Haringey.

General

The post-holder is expected to work in line with the DAH policies and procedures, including health and safety, confidentiality, safeguarding adults and children and equal opportunities and diversity. In carrying out their duties, the post-holder should endeavor to maximise opportunities for disabled and older people to be independent and to create opportunities that enable them to reach their full potential.

It is necessary for all employees to be flexible and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services to individuals and to ensure the efficient running of the organisation. Evening and occasional weekend work may be required for which Time Off in Lieu will be given in accordance with DAH current policies.

The post-holder will:

- Positively promote the work of DAH, including preparing publicity and promotional material;
- Be self-servicing and will maintain efficient files and records on the DAH database;
- Attend monthly staff meetings;
- Attend personal supervision and appraisal meetings;
- Attend and contribute to planning days and events as and when required; • Undertake any training necessary to improve performance;
- Comply with all relevant legislation.

Special requirements:

Ability to travel both within and outside the London Borough of Haringey

Some attendance at meetings and events outside of normal office hours may be required.

Person Specification – Direct Payment Support Officer

Essential	Desirable
Education, Vocational Training & Qualifications	
<p>Good standard of education minimum GCSE Maths and English at grade C OR ABOVE or equivalent</p>	<p>A Levels Educated to degree level</p>
Experience	
<ul style="list-style-type: none"> • Define yourself as a person with lived experience of disability • Good understanding of the Social Model of Disability • Previously delivered peer support training and community engagement • Knowledge of direct payments and social care pathways • Working with individuals with support needs • Experience of using a person-centred approach. • Proven experience of community engagement 	<ul style="list-style-type: none"> • Experience of recruiting volunteers.

Knowledge and skills	
<ul style="list-style-type: none"> • Ability to think creatively and to come up with solutions. • Communication skills, including interpersonal, written, presentational and spoken. 	<ul style="list-style-type: none"> • Numerate and knowledge of budgeting. • Knowledge of employment law • Ability to support people to make informed choices

<ul style="list-style-type: none"> • Understanding of social care and Direct Payments legislation • Ability to gather and assess information efficiently. • Ability to use Office 365 • Ability to work under pressure, in stressful situations and to tight deadlines. • Flexible and able to work on own initiative and with minimum day to day supervision. 	
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